

**TO THOSE INTERESTED IN THE SALTONSTALL-KENNEDY (S-K)  
GRANT PROGRAM**

Attached is an application package for the Saltonstall-Kennedy (S-K) Grant program. The Federal Register solicitation notice identifies the priority areas for funding, and contains application instructions and guidelines. Also attached are forms to be completed and returned with the application. Applications (one signed original and nine signed copies) must be received by any of the National Marine Fisheries Service Offices listed in the solicitation notice by close of business **August 20, 1999**. Applications received after that date will **not** be considered, and will be returned. Facsimile applications will **not** be accepted.

Additional information may be obtained from:

Alicia Jarboe, S-K Program Manager  
Office of Sustainable Fisheries, F/SF2  
National Marine Fisheries Service, NOAA  
1315 East West Highway  
Silver Spring, Maryland 20910

Telephone: (301) 713-2358

Attachments

## **Note to Saltonstall-Kennedy Grant Applicants**

All Saltonstall-Kennedy (S-K) grant applications are urged to follow closely the guidelines contained in the S-K solicitation for proposals to ensure submission of a complete application. If you would like to receive acknowledgment of receipt of your application, please complete and return the enclosed form.

In completing your application, particular attention should be given to the following items:

### Indirect Cost Rate

This program limits the indirect cost rate that may be charged to 25 percent of the total direct costs or the applicant's negotiated indirect cost rate, whichever is less. Applicants with approved indirect cost rates above 25 percent of the total proposed direct costs may use the amount above the 25-percent level up to 100 percent as part of the non-Federal share.

### Evaluation of Applications which include Consultants and Contracts

In addition to applying the four weighted criteria in the technical evaluation of applications listed in Section IV.B.1 of the solicitation, in reviewing applications which include consultants and contracts, the technical reviewers will make a determination regarding the involvement of the primary applicant, the proposed allocation of the primary applicant's time, and the proposed costs for the primary applicant's involvement, as outlined in Section IV.B.1.b.

### Selection of Consultants/Subcontractors

Section III.D.4.h of the solicitation states that if any portion of the project will be conducted through consultants and/or subcontracts, applicants, as appropriate, must follow procurement guidance in 15 CFR Part 24, "Grants and Cooperative Agreements to State and Local Governments," and OMB Circular A-110 for Institutions of Higher Education, Hospitals, and other Non-Profit Organizations. If a consultant and/or subcontractor is selected prior to application submission, include the name and qualifications of the consultant and/or subcontractor and the process used for selection. The guidance contained in these documents is summarized as follows:

When an applicant proposes to enter into a subaward/contract with a specified organization/individual for the performance of project activities, the applicant is required to describe how the

procurement will be handled. For State and local government applicants, this requirement applies to subawards/contracts that are expected to exceed \$25,000; for all other applicants (non-profit, for-profit, universities, etc.), this requirement applies to subawards/contracts that are expected to exceed \$5,000. This includes costs used to satisfy any non-Federal cost sharing or matching requirements.

In describing how the procurement will be handled, the applicant must state whether it is a competitive bid, competitive negotiation, or sole source. If it is a sole-source procurement, a sole-source justification is required with the application.

Detailed information on a proposed subaward must be provided, including the purpose, period of performance, estimated dollar amount, etc. If the subawardee has been selected at time of application, the applicant must provide with the application the subawardee's name with a breakdown of amounts for all applicable cost categories. If the subawardee has not been selected at time of application, this information will be furnished to the Federal Program Officer upon selection, but prior to award.

If the subaward is a contract for services, only the contractor's name, amount, and description of the type of services to be furnished are required.

In addition to the above, the applicant will be required to maintain a code or standard of conduct and institute a system for contract administration in order to ensure subaward conformance with terms, conditions, and requirements of the contracts.

#### State Single Point of Contact (Executive Order 12372)

Section V.A.5 of the solicitation indicates that the S-K Program is covered by Executive Order 12372. Any applicant submitting an application for funding is required to complete item 16 on Standard Form 424 (4-92) regarding clearance by the State Single Point of Contact (SPOC) established as a result of Executive Order 12372. Guidelines and a link to the SPOC web site are included in this package.